

# Barnhill Memorial School: Handbook – 2012/2013

Barnhill Memorial School consists of grades 6, 7 & 8. It is our goal to implement and promote the practices and policies that will best provide a positive and productive middle school experience for each child. Therefore, the purpose of this handbook is to communicate to students and parents the structures upon which we build to create a model middle school.

## School Mission Statement

*The students and staff of Barnhill Memorial School, in collaboration with parents and community, will foster a caring learning environment where students will develop the skills needed to succeed in the 21st Century.*

*Les étudiants et le personnel de l'école Barnhill Memorial, en collaboration avec les parents et la communauté, vont encourager un environnement d'apprentissage bienveillant dans lequel les étudiants développeront des habilités nécessaires pour réussir en ce 21<sup>ème</sup> siècle.*

The teachers and administration are committed to the general beliefs according to middle school philosophy. Middle School provides a transition between elementary school and high school and addresses the developmental diversity of students in this age group.

### Contact Information:

**Address:** Barnhill Middle School  
750 Manawagonish Road  
Saint John, NB E2M 3W5

**Website:** <http://barnhill.nbed.nb.ca/>

**Twitter:** @BarnhillMiddle

**Telephone:** 506 658 5393

**Fax:** 506 643 6170

**Principal:** Mr. Michael Butler  
**Vice Principal:** Ms. Christine Hansen

## **Daily Schedule**

8:30 - 8:45	Homeroom
8:45 – 9:25	Period 1
9:25 – 10:05	Period 2
10:05 – 10:45	Period 3
10:45 – 10:55	BREAK
10:55 – 11:35	Period 4
11:35 – 12:15	Period 5
12:15 – 12:55	LUNCH
12:55 – 1:00	Homeroom
1:00 – 1:30	Academic Support Period
1:30 – 2:10	Period 6
2:10 – 2:50	Period 7
2:50 - 3:00	Homeroom/Dismissal

### **Note:**

Bus drop off point is in front of the monument on Manawagonish Road between St. Rose & Barnhill Schools. We ask that parents use this same location when transporting their children to and from school.

Students wait for buses at the back of the school in the supervised area. Students who walk home and are not staying for supervised activities must leave the school property.

## **Noon Hour**

During the lunch time students are not allowed off school property. Any student leaving the school property at this time must bring a note and be picked up by a parent or guardian.

Lunch and milk will be provided each day at a minimal cost. Lunch offerings will be in compliance with provincial Policy 711.

The staff and administration are also committed to providing opportunities for student activities and socialization during this time.

## **Curriculum**

All teachers will follow the curriculum prescribed by the Department of Education. Each teacher will prepare a course outline for their subject and will be distributed to all students.

## Fire Drills and Emergency Procedures

When the fire alarm sounds (distinct continuous ringing) all students must leave the building. Directions are posted in each classroom. Students must assemble in an assigned place outside the building and wait for the signal to re-enter the building.

In case of an emergency or dangerous situation in our school specific **lockdown** or **evacuation** procedures will take place. Parents and guardians will be informed by phone or voice mail as soon as possible should these situations arise.

## Phone Use and Messages

A payphone is provided in the front foyer for student use during "out of class" times (break & lunch) with the permission of a teacher. The office phone is for **emergency** use only. Phone messages from parents will be taken by the secretary and delivered to the student as soon as possible. Please keep in mind that all phone calls by both students and parents should be of an important nature. Social arrangements for students to visit friends etc. after school should be prearranged. Phone calls for students from individuals other than parents or guardians will not be forwarded.

## Student Fees

All students are required to pay a student fee of \$25.00. This fee will help to cover the cost of student agendas, special presentations and assemblies as well as some art, music, computer and technology supplies. Only school issued locks will be permitted on the lockers and are available for \$6.00. Students can use the lock for the duration of their time at Barnhill. All cheques can be made payable to Barnhill Memorial School.

## School Property

Items such as text books, desks, lockers, sports equipment and computers, as well as the building itself, are the property of Barnhill Memorial School and should be treated respectfully. Students who cause damage (or lose textbooks) will be expected to pay for loss or repair. It should be noted that lockers and desks are subject to search at the discretion of teachers and school administration.

## Lost Items

Students are encouraged not to bring sums of money or expensive items to school as the school cannot assume responsibility for them. Items that are found may be turned into the office and students may check for them there. There is also a "Lost & Found" box on the main level outside the teachers' staff room.

## Guidance

The Barnhill School Guidance and Counselling program provides support to all students. This is accomplished through school-wide initiatives, classroom guidance, small group intervention and individual counselling. The focus of school counselling services is to assist students in their social / emotional development through a better understanding of themselves, to be aware of the educational and career opportunities available to them and to learn to be responsible decision makers.

Students may be referred to the counsellor by parents, teachers, administrators, peers, or they may self-refer. Referrals to outside agencies may be coordinated for students with specific needs. Confidentiality is maintained.

## **Alternate Transportation**

An alternate bus may be taken for **emergency** situations only. Once the situation has been determined by the principal to be an emergency, an alternate transportation form will be provided. This form must be presented to the bus driver. The same procedure must be followed by students who wish to get on or off the bus at a different stop.

## **Transportation of students in private vehicles:**

Volunteer drivers for all extra-curricular activities require by school law an individual criminal check and \$2 million liability for vehicle insurance purposes. Students, normally traveling by school bus, who make arrangements to leave school by walking or being picked up by a parent, for example, must present a note to their teacher.

## **Pupil Work Standards**

All students are expected to work to the best of their ability in order to maintain a high academic standard. While teachers will make every effort to communicate student performance to parents, **students must understand that it is also their responsibility to keep their parents informed of how they are doing at school.** As students progress through middle school, they must become increasingly more responsible for their own learning. It is up to each student to keep themselves (and their parents) informed of upcoming assignments and tests.

As well, when a student is absent, it is **their** responsibility to find out what work was missed or what projects were assigned. A **homework website** that posts homework and assignments for each class is maintained by teachers and students. The website address is:

<http://barnhill.nbed.nb.ca/> Click on "Our School" and then, "Faculty and Class Web Sites"

Official report cards will go home in November, March, and at the end of June.

## **Physical Education**

All students are required to participate in the physical education program unless they have a medical note. Each student is required to come to P.E. class prepared with the proper clothing and sneakers required by the Physical Education teacher.

## **Scent Free Policy**

Students are required to refrain from using scented products that may interfere with the health of others in the building. This is in accordance with the Anglophone South School District Scent Free Policy. Deliberately spraying or emitting a scented product is prohibited and will result in serious consequences.

## Barnhill Code of Conduct

Barnhill has adopted a Code of Conduct designed to teach students in understanding appropriate behavior within the school day. Our code of conduct is:

**Be Respectful**

**Own your Learning**

**Live Safely**

**Take Responsibility**

### Student Behaviour

We believe that all students have the right to a safe and healthy environment. To achieve this, students are asked to develop and demonstrate a sense of responsibility and accountability for their actions.

Most discipline issues will be handled by the teachers at the “team” level. Decisions regarding disciplinary action will be made by the team of teachers who work directly with the student. Each class will keep a **tracking sheet** that will record a variety of incidents such as poor behaviour or incomplete homework. A team based approach will promote consistency and develop successful solutions to prevent future problems.

### General Information

- Chewing gum and wearing ball caps in the school building is not permitted
- I-pods, MP3 players etc. are only permitted before 8:25, at lunch, or after 3:00pm. Certain circumstances may warrant a teacher or staff member to ask a student or group of students to put the above items away during these times.
- **Cameras** are not permitted at school
- **The use of cell phones** is not permitted inside the school building. Cell phones **must be stored in lockers during this time**. If a student has a cell phone during the above times, it will be taken and sent to the office. The first time, a parent will be contacted and the phone will be returned to the student at the end of the day. The second time, the phone will be taken and a parent will have to come to the school to pick it up. A continuous use of cell phones in school may result in suspension from school or loss of privileges.
- Book bags and jackets should be kept in lockers or a designated spot in the class
- Laser pointers, or other dangerous or threatening objects (including look-alikes) are not permitted
- Skateboards are not allowed on school property
- Bicycles may be ridden to school, but must be parked in the designated area upon arrival
- Throwing snowballs is prohibited

## **Consequences for Misbehaviour**

Participation on sports teams, school trips and in clubs and special events such as dances are dependent upon student performance at school. Students may be eliminated from some or all of the above activities for such things as consistently poor behaviour, attitude, incomplete assignments, lack of effort in class or other reasons determined by their “teacher team”.

Consequences for violations of any of the above rules and policies may include suspension from school.

## **Technology**

Computers are available throughout the school for educational purposes. All students will be adequately informed of, and expected to comply with, appropriate computer use in accordance with district and provincial policies (Provincial Policy 311).

Each student will be provided with their own password in order to log on to any school computer. This password will be the same each year throughout middle school. Students are responsible for remembering their own password and must not share it with others.

## **Sports and Extra-curricular Activities**

During the 2012-2013 school year, a wide variety of sports programs and extra-curricular activities will be offered. Students will have the opportunity to be involved in such activities as basketball, student leadership, lunch helpers, recycling team, and peer helpers to name a few. Athletic fees are as follows: soccer - \$10, basketball - \$50, volleyball - \$20, cheerleading \$50, and softball - \$10. Fees and/or fundraising to support other extra-curricular events will be determined throughout the year.

School trips such as a weekly ski program, a grade 8 trip to Quebec, and our Natick Exchange Program with Wilson Middle School in Natick, Massachusetts, have been enjoyed by students in previous years and hopefully will continue.

## **Medication**

Nonprescription medication (such as Tylenol) cannot be given to students by school staff.

## **Visitors to the school**

A security system is in place in our school and all those who enter the building will have to identify themselves via the intercom. All visitors, including parents, must report to the office upon entering the building. In order to proceed through the building they must be given a “Visitor’s Tag” by school personnel in the office.

## **PSSC –Parent School Support Committee**

Each September elections for our PSSC are held. Information regarding participation on this committee can be obtained from the school office or a committee member. We encourage parents to become involved in this important panel.

## **Volunteers**

In order to have successful extra-curricular program, and also to meet the numerous needs of our school, we require volunteers to provide us with assistance. If interested in volunteering in any capacity, please make your interests known to the school principal. All volunteers will be asked for personal references and will be asked for a valid Criminal Record Check along with Policy 701 training.

## **Student Dress Policy**

We believe that all students have the responsibility to dress appropriately and observe the basic standards of cleanliness and good grooming. A student's dress and appearance should not cause a disruption, distract from the educational process or create a health or safety concern for him or herself or others.

The following expectations for student dress have been established to promote a safer and optimal learning environment. Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

The following standards will be observed at Barnhill Memorial School:

- 1) Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts and tops must cover the waistband of pants, shorts, or skirts with no midriff showing.
- 2) Hats are not to be worn in school.
- 3) Clothing and accessories such as backpacks, patches, jewelry, and notebooks, must not display (1) racial or ethnic slurs/symbols (2) vulgar, subversive, or sexually suggestive language or (3) display or promote products which students may not legally buy such as alcohol, tobacco, and illegal drugs.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further specify dress in certain classes such as physical education, technical studies, and science labs.

Any student not dressed in accordance with this policy shall be subject to the following consequences:

- 1) Correct violation or be sent home.
- 2) Repeat offenders shall be subject to additional measures that will include parent conferences, in-school suspension, and out-of-school suspension.

September 2009

### **Re: Student Threat/Risk Assessment**

School Anglophone South School District is committed to creating and maintaining an environment in schools where students, parents and others feel safe. In order to enhance safety and security the district has been involved in intensive training for school administrators, guidance counsellors, school psychologists, and district staff. A policy and protocol for responding to student threats in a multidisciplinary manner has been established, as part of a comprehensive school safety program. This multidisciplinary approach involves the participation of multiple community partners, when necessary, including but not limited to: Social Development, Mental Health, Saint John City Police and RCMP. Together, we are committed to keeping our schools safe.

*The new policy and protocol requires trained school staff to complete a "threat assessment" in all cases of students making significant threats to harm themselves or others. The purpose of the threat assessment process is to use the best knowledge, skill and experience available to assess high-risk threatening behaviours so that appropriate interventions can be identified to protect individuals from harm and ensure a climate of safety in schools and the community. Please be assured that the principal will be taking measures to deal with all known threats / high risk behaviours in a positive and proactive manner. If the principal invites you to a meeting to discuss safety concerns about your own child, please be assured that policy is being followed and that the goal is safety, not punishment.*

*School Anglophone South School District will not accept "no response" to a serious threat. To keep school communities safe and caring; staff, parents, students and community members having knowledge of a threat or having grounds to believe there is a potential for high risk behaviour should report the information to the principal. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring learning environment.*

We are proud to be able to provide this level of support to our school communities. To learn more about the Student Threat Assessment policy, please contact your school principal or visit our website [www.district8.nbed.nb.ca](http://www.district8.nbed.nb.ca) (Policy Section).